



VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
1001 E. Broad St., Suite LL20
Richmond, Virginia, 23219-1929
Telephone (804) 225-4051 Fax (804) 644-6400
Email headquarters@vdf.virginia.gov



Office of the G-1
CPT. Jeffrey W. Dentler

VDF-H1

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PERSONNEL AND ADMINISTRATIVE GUIDANCE FOR ALL COMMANDS.

VDF Identification Card and Revision of Process

1. Effective 01 November 2010, use of the Virginia Department of Motor Vehicles (DMV) for the issue of the VDF ID card ceased.
2. Revised VDF Form 428 Rev.10DEC10 and accompanying Forms Directive are posted at www.vdf.virginia.gov on the Forms page.
3. Applications for ID cards that have been, and will be, received on an incorrect form cannot be processed. These forms will be returned to the unit for resubmission under the new process.
4. This new VDF ID card design and application process is Homeland Security compliant and is not to be altered in any way.
5. Refer to the Form 428 Form Directive, posted at www.vdf.virginia.gov on the forms page, in applying for the VDF identification card. Follow the instructions on the 428 Form Directive. In any instances that may conflict with VDFR 600-10 chapter 7 follow the guidance on the form directive.

STRENGTH REPORTS

1. Company UTA strength reports are not sent to the G-1 or Div HQ (vdfinfo). All Companies forward said reports to immediate higher command (S-1).
2. Bn S-1 will consolidate, with appropriate form, subordinate commands reports, to include HHC, and forward same to appropriate Bde HQ.
3. Bde S-1 will consolidate Bn reports and Bde HHC. Brigade Consolidated Reports are forwarded directly to the G-1 NLT the 15th of the month following subject UTAs.
4. Copies of personnel sign-in registers (sheets) and Alternative Training forms are to be maintained (minimum) at Company and Battalion level. None are forwarded to Division except upon request. Company Commanders are reminded attendance records must be maintained to support awarding of the Service Ribbon for perfect attendance, promotion and service record.
5. Extra hours forms are maintained at Company (minimum) level for documentation for awards & decorations as applicable and to support as may be necessary such reported hours. Forwarded to Division only upon request.

ADMINISTRATIVE PROCEDURES

1. Administrative and personnel actions forwarded to Div HQ are by digital electronic transmission (email) to vdinfo@vdf.virginia.gov. Exceptions will be documents/information of an extreme sensitive and/or personal nature, i.e. characters of discharge, arrest records, requests for waivers, etc.
2. "Paper/hard copy" personnel records (MPRJ/201) are required to be maintained at the Company level (HQ Co at Bn and Bde level).
3. Promotions and requests for promotion (E-2 thru O-6) from all commands are forwarded to Div HQ in an individual digital file packet. The packet includes form 3R and/or promotion Order as applicable, and the Commander's Certification of Promotion Eligibility (appendix X). Personnel Evaluation Report and Letter(s) of recommendation for a Division level promotion are to be included. Division level officer promotion and appointment requests are sent directly to the G-1, not to the Admin Ops Center (vdinfo).
4. Division tracked training documentation will be forwarded to Div, as completed, for entry in Div MPRJ.
5. The Division VDF Manning Table of Organization lists all individuals' official rank based upon the individual's Division MPRJ. Should a subordinate command list an individual at a higher rank than what appears on the official MTO, this would be due to a past promotion not being forwarded to Div or being forwarded without required documentation. In such circumstance the unit must submit/resubmit the promotion to Div HQ, as per Reg 624-1, in order to change the official rank as it appears on the MTO and the official record.

Transmission of certain personnel and administrative requests, documents and data.

1. Line Companys and Battalion HQs shall email their personnel actions and or documents for filing, **WHICH THE LINE Co or BN HQ HAS THE AUTHORITY TO EXECUTE**, directly to Div Hq, vdinfo@vdf.virginia.gov. using the "cc" email address bar.

Ex 1: A line Company promotes an individual to PFC, the Company will email the 3R/Order and Commander's Certification of Promotion Eligibility "to" their BN HQ and "cc" Bde and Div. Bn and Bde S-1s will no longer have to endorse the 3R/order of the lower headquarters as long as the lower headquarters had the authority to execute the action. Div will process the promotion upon receipt of the email. If the subject action is incorrect in some manner, Div will send the action back to Bde and "cc" BN and the initiating Company. The Company will repeat the process for the corrected action. Bn and Bde are encouraged to review such transmissions with the Bn and/or Bde Cdr having the authority to recommend disapproval of subordinate actions.

Ex 2: Forward enlistment packages and discharges as in example 1.

Ex 3: A line Company promotes to PFC but does not have the capability to digitally forward to Division. The Company will forward to BN by other means and BN will digitally transmit same "to" Bde and "cc" Div. Div will process as in Ex: 1.

Ex 4: A BN Cdr makes a promotion to SGT in one of the Battalion's line Companys. The BN HQ sends the Order and Cdr's Cert of Prom Eligibility "to" Bde and "cc"s to Div. Div processes the promotion as in example 1.

Ex 5: FEMA certificates 100, 200, 700, 800, 317, 300(classroom), 400(classroom) PDS series completion and MEMS completions are filed in individual MPRJs at Div. These should be forwarded as above. All other such certificates should not be transmitted to Div.

Ex 6: BN HQ without any email capability will still need to forward all to Bde for digital transmission to Division.

2. Each personnel action must be digitally transmitted in a separate file. PLEASE NAME THE FILE. (EX: J.DOE prom PFC)

Ex 1: All required items in an enlistment package may be transmitted in one file.

Ex 2: A promotion order and Cdrs' Cert of Prom Eligibility for one individual may be transmitted in one file.

Ex 3: Separate files for different individuals

Ex 4: All documents for an individual's Division Promotion or Appointment or Awards Board may be sent in one file.

3. Please be advised that any digital transmission to Div HQ over 20MB "clogs" at the state .gov server. This shuts our receiving capability down and VITA has to "dump" the clog, losing the data. Please try to refrain from using "tiff", "jpeg", "bmp", etc, in all but very limited amount, as they use large quantities of data. PDF is the preferred format for SCANNED documents.

A forms page appears (click on "tools") on the VDF website, www.vdf.virginia.gov. Updated, writable forms are loaded on the site along with forms directives. Use these forms only. Use of obsolete versions of these forms may result in the return of the requested personnel action to the initiating unit.

We all want to improve and simplify the "1" lane function as much as possible. Please direct all reasonable questions and suggestions to vdfinfo@vdf.virginia.gov. S-1s may contact Division HQ directly with any procedural questions and suggestions. Please, all familiarize yourselves with VDFRs 601-100, 601-210, 624-1 and change 1.

Instruction for Alpha and Billeting Rosters

1. Alpha Roster 21APR10 has been authorized for use at the Company level, both line and headquarters. Use of this roster will provide Company operations with access to necessary personnel data at one source location and provide uniformity throughout the Division.
2. Use of the digital Alpha Roster has been directed to be instituted at all Company level commands, line and headquarters. This roster is directed to be digitally forwarded up the chain monthly, adding battalion and brigade HHC rosters to the Division's Admin Ops Center (vdfinfo). This will provide, at each command level, accurate and current personnel data.
3. Found on the alpha roster sample, are correct abbreviations for a sampling of commands. Use as a guide for any which may not be listed. If changes are made to the roster format, it would prevent the digital consolidation of rosters at command levels.
4. Alpha Roster and Billeting Roster are both symmetrical in that the personnel data on one can be migrated to the other. This should allow for easier execution of future billeting rosters.
5. Personnel should be listed alphabetically (not by rank) last name, first name, middle initial.

Assignment of Order Numbers in the Virginia Defense Force

1. Effective 1JAN10 VDF Reg No. 600-10 Para 5-3b, reference numbering of orders, was superseded.

2. Effective 1JAN10 numbering of orders were directed to follow the Julian Calendar method. Numbering of orders are by the numerical day of the year; 1 thru 365 for a non-leap year and 1 thru 366 for a leap year. Example, on 2 January the unit is publishing orders for the first time that year. The number will be Order 2-1, on 18 April (non-leap year) it will be Order 108-1. If there is more than one order published on that day then they would be numbered 108-2, 108-3 etc; pages are numbered (this is no change).
3. This method negates the requirement of the publisher knowing a previous day's sequence number.

FOR THE COMMANDER:



Jeffery W. Dentler
CPT GS VDF
ACoS G-1